

## REGISTRATION INSTRUCTIONS

1. Click **Registration** Tab
2. Complete the **Registration** Form
3. Click **Create Account**
4. Look! Your name is displayed in the Navigation box (right)
5. Click **Home** Tab
6. Look in the **Free General Courses** box
7. Click one of the free courses
8. Click **Enroll**
9. Click "**Click here to continue**"
10. Click **Continue Shopping** to add more courses otherwise
11. Click **Checkout** button
12. If your Total balance is **0.00**, click **Submit Balance is Zero** button
13. If your Total balance is a dollar amount, click **Proceed to Pay by Credit/Debit Card**
14. Scroll down in the same window
15. Enter your credit card information; **CVV** is the 3 digits number at the back of the card
16. Click **Proceed to Checkout**
17. Click **Courses** in the Navigation box (right of the window) to view courses

*Please call 1-800-451-1237 if you have any registration questions. Thank you.*